Administrator Training Manual

The Bible Study Manager is the "control room" of Life**Bible**Study. In the Bible Study Manager, the administrator for the church will be able to add new teachers, manage calendars, communicate with teachers, and much more.

The administrator is defined as the best person to be in charge of managing the teaching calendar and teacher list. Teachers will also be able to access the system to prepare lessons and preview overviews for the whole year.

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Getting Started

Logging-in

You will receive an email from Life**Bible**Study with instructions for logging into your account.

1. Click the link in the email
2. Enter your full email address and your password for the NEW Online Delivery System (Note: the password is password for the first time you log in. You will be prompted to change it once logged in)
3. Click Login
4. Accept the terms of the Life**Bible**Study License Agreement
5. Change your password

Bible Study Manager Home Page

The home page for your account provides an easy layout to all your needed information. The first time you log in you will see instructions for setting up your account. After the initial setup, the home page will be laid out in 3 main sections:

1. Your Account Information & Help
2. Administrator Navigation
3. Teaching Calendars and Lessons

1. *Your Account Information & Help* – modify your account information and access Help at the top right hand corner

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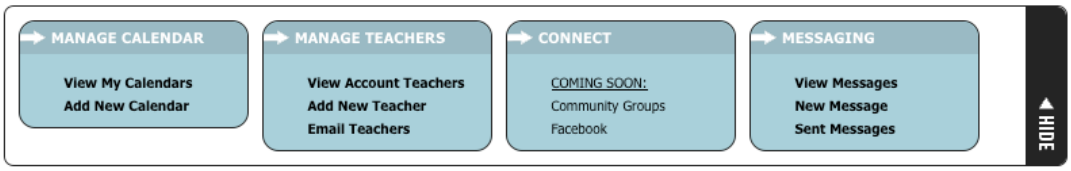
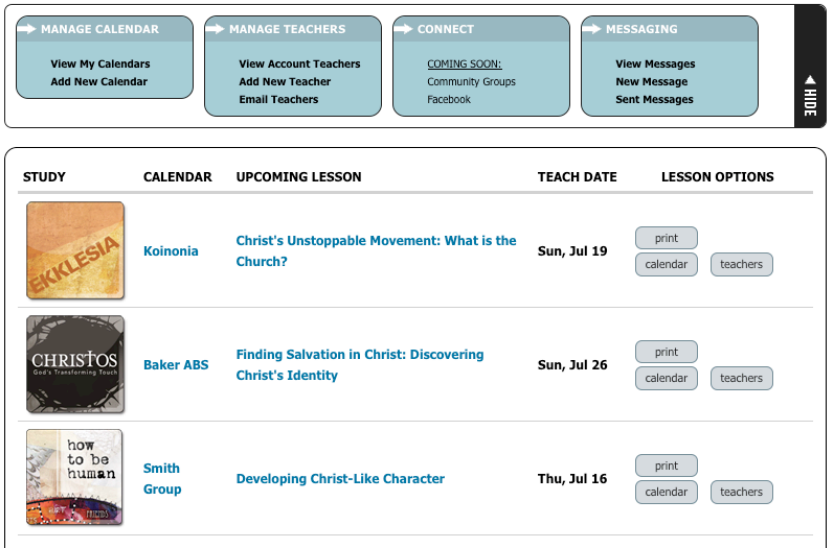
2. *Administrator Navigation* – the administrator navigation provides quick links to manage and utilize the main features of Life**Bible**Study.



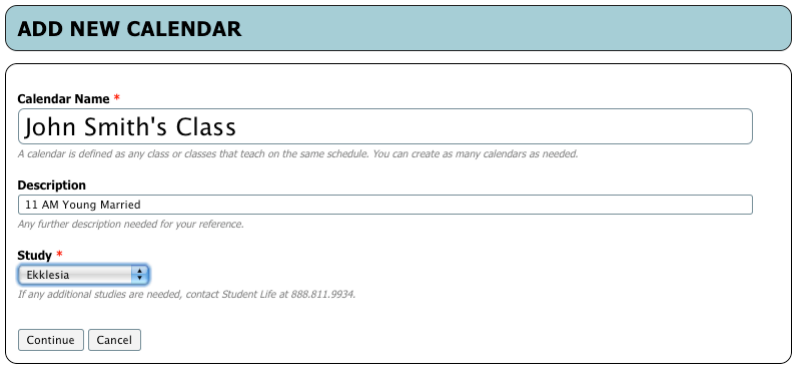
3. *Teaching Calendars and Lessons* – access calendars and lessons with one click once you have set up your teaching calendars.



Setting Up the Church Account
Follow these 2 easy steps to set up your account to begin using Life**Bible**Study.

STEP 1: Creating a Calendar
The first step is creating your calendar. A calendar is a teacher or group of teachers teaching a specific study. You can set up one calendar for your whole group or break up each of your classes into individual calendars.

1. Click Add New Calendar
2. Create a Calendar Name (example: John Smith's Class)
3. Enter a description (example: 11:00 AM Young Married)
4. Select a study from the drop down (Call 877.265.1605 if you wish to purchase additional studies for your account)
5. Click Continue


ADD NEW CALENDAR
Calendar Name *
John Smith's Class
A calendar is defined as any class or classes that teach on the same schedule. You can create as many calendars as needed.
Description
11 AM Young Married
Any further description needed for your reference.
Study *
Ekklesia
If any additional studies are needed, contact Student Life at 888.811.9934.
Continue
Cancel

6. Enter the start date for the study (Note: the start date is the day you will teach the 1st lesson)
7. Click Save Date
8. Repeat steps 1-7 until you have created all the calendars you need for your account

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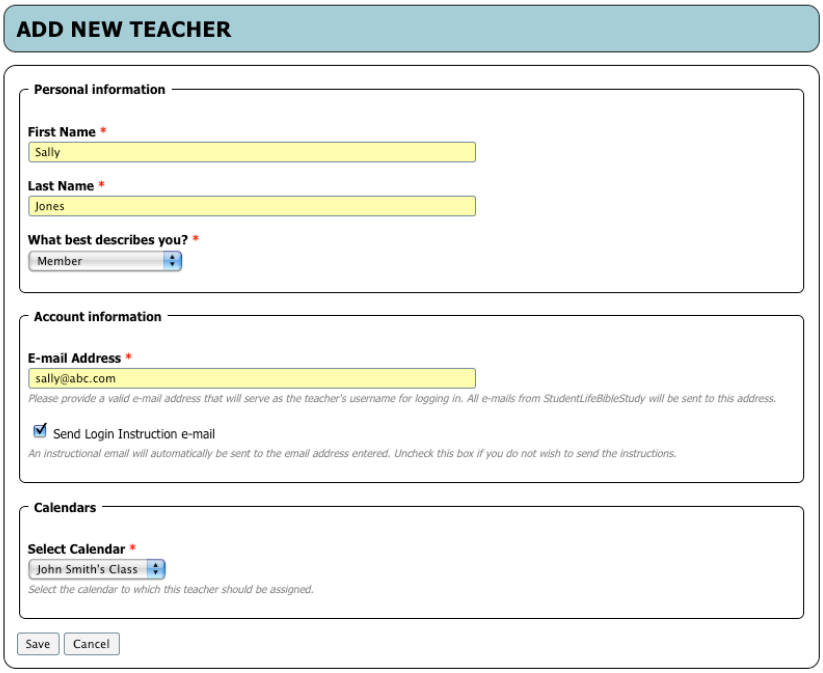
STEP 2: Adding Teachers

The next step to setting up your church account is adding your teachers into the system.

1. Click Add New Teacher in the Administrator Navigation
2. Enter first name, last name and email address that will serve as the teacher's username for logging in
3. Select the calendar that they will teach
4. Click Save
5. Note: an instructional email will automatically be sent to the email address entered. Uncheck the Send Login Instruction e-mail box if you do not wish to send the instructions.
6. Repeat steps 1-7 until all teachers are entered and proceed to instructions below


ADD NEW TEACHER
Personal information
First Name *
Sally
Last Name *
Jones
What best describes you? *
Member
Account information
E-mail Address *
sally@abc.com
Please provide a valid e-mail address that will serve as the teacher's username for logging in. All e-mails from StudentLifeBibleStudy will be sent to this address.
Send Login Instruction e-mail
An instructional email will automatically be sent to the email address entered. Uncheck this box if you do not wish to send the instructions.
Calendars
Select Calendar *
John Smith's Class
Select the calendar to which this teacher should be assigned.
Save
Cancel

Managing Your Church Account

Adding Administrator Privileges

Your account can have more than one administrator.

1. Click View Account Teachers in the Manage Teachers box
2. If the Administrator is new to the account, click Add New Teacher and follow prompts
3. Select the name of the person once the teacher is in your list
4. Select "Promote to Administrator" in the drop down box at the top of the page
5. Click Submit

Removing Administrator Privileges

1. Click View Account Teachers in the Manage Teachers box
2. Select the name of the person you wish to remove as an administrator
3. Select "Remove Administrator Privileges" in the drop down box at the top of the page
4. Click Submit
5. This person will still have the access to calendars as a teacher.

Manage Teachers

Manage teachers will allow you to add new teachers, email teachers, remove teachers from calendars, promote or demote administrator privileges, resend the instructional email and delete teachers from your account.

1. Click View Account Teachers in the Administrator Navigation
2. Select the teacher or teachers you need to modify

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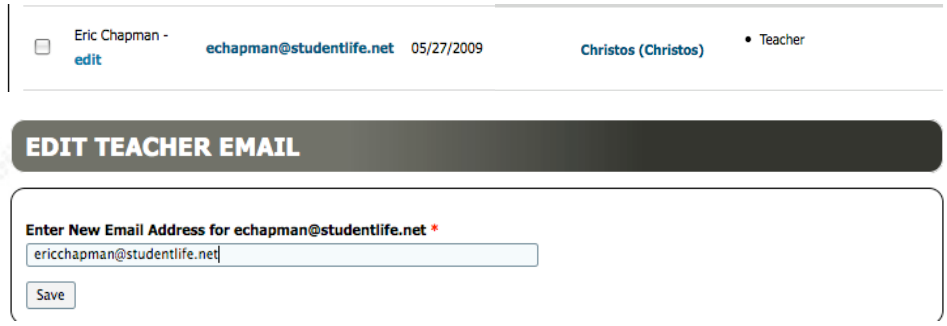
3. Select the appropriate task from the drop down
4. Click Submit

Editing Teacher Information
As an administrator you will have the ability to edit an email address for a teacher if you accidentally enter it incorrectly into the system. Note: Teachers will have the ability to change their information when logged into their account. Encourage them to update their email address on their own if it changes.

1. Click View Account Teachers in the Administrator Navigation
2. Locate the teacher you need to modify
3. Click Edit next to their name
4. Enter the updated email address and click Save
5. Once the email is entered correctly you can choose to resend the Login Instruction Email from the drop down at the top of the page.



Manage Teaching Schedule
You will be able to manage your teaching schedule accordingly with the four options below.

- It is important that you utilize these tools throughout your teaching year so that you will not end teaching 4 weeks short of your renewal date.
- It is equally as important to not modify your calendar too much so as to not push lessons beyond the length of your subscription. Life**Bible**Study will allow you to use future lessons that are untaught if the church account is renewed for another year.

Calendar Modification Options

- Postpone – Move the current lesson to the next week
- Skip – Remove a lesson from the calendar and shift the next lesson up
- Delete – Remove a lesson from the calendar and leave that day open
- Supplemental – Insert one of our supplemental lessons and move the current lesson to the next week

1. Click View My Calendars
2. Click either the name of the class or the calendar button on the line of the calendar
3. Locate the lesson and week you need to modify
4. Select the modification from the drop down menu to the right of the lesson title
5. Select Update

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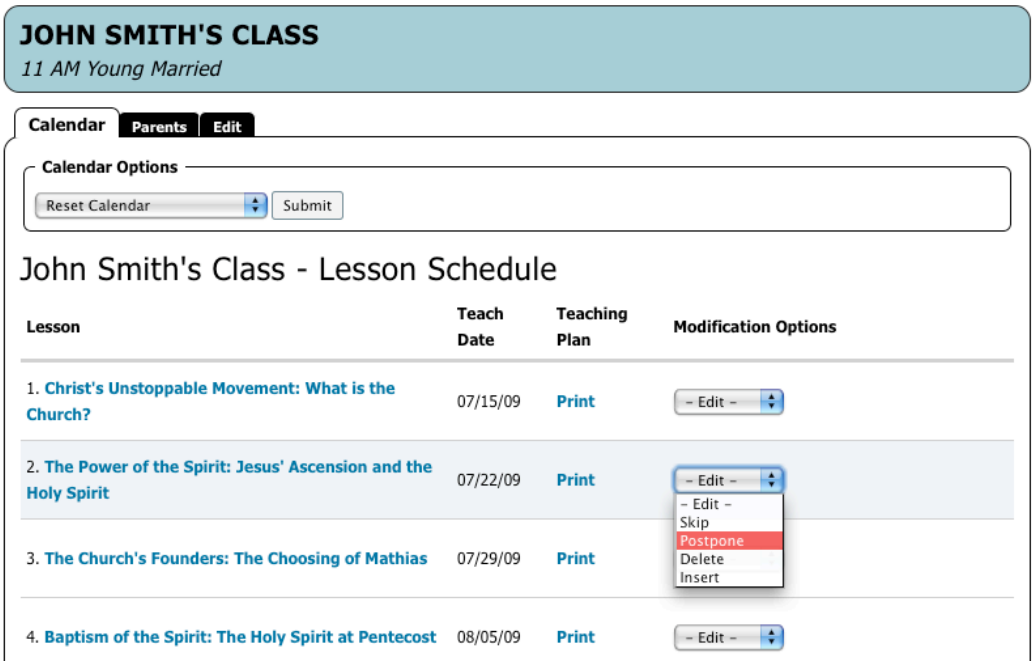
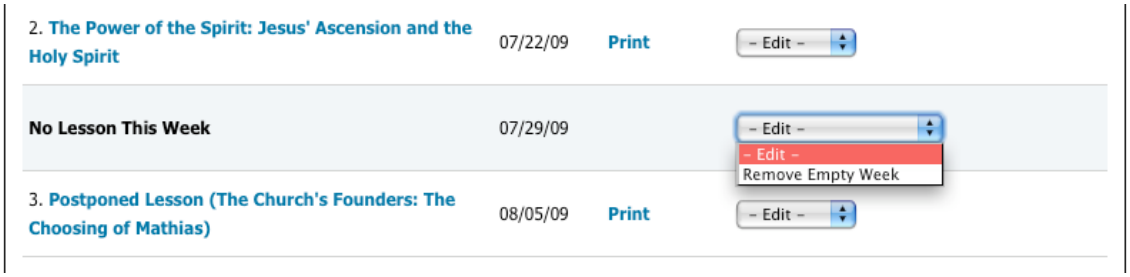


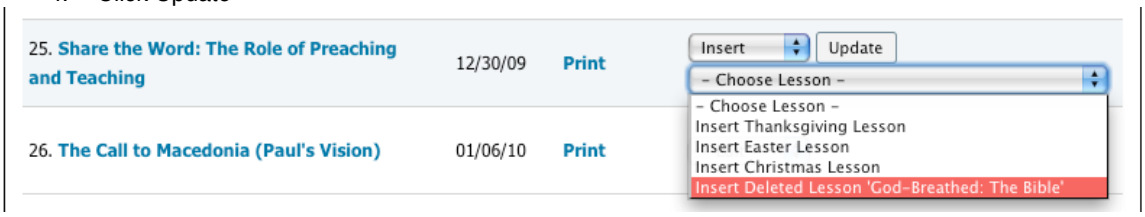
Undoing a Postponed or Deleted Lesson

1. Locate the modification you would like to undo
2. Select Remove Empty Week
3. Click Update



Undoing a skipped lesson

1. Locate the modification you would like to undo
2. Select Insert
3. Select Insert Deleted Lesson
4. Click Update



Resetting the Calendar

Resetting the calendar will remove all modifications and reset the lessons to the original order.

1. Locate the calendar you need to reset
2. Select Reset Calendar at the top of the calendar
3. Click Update
4. The lessons will reorder to the original sequence without modifications

Requesting a Start Date Change

Your Start Date can be changed by making a request to Life**Bible**Study.

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1. Locate the calendar you need to reset
2. Select Request Start Date Change at the top of the calendar
3. Click Update
4. Your request will be sent to Life**Bible**Study. We will email you when your start date has been changed.

Communicating with Teachers

There are two options for the Administrator to communicate with teachers:

1. Email – send email to teacher's personal email
2. Messaging – send and receive messages within the Life**Bible**Study online manager.

Emailing

1. Click Email Teachers under Manage Teachers
2. Select the teacher or teachers you would like to email
3. Enter a subject, create a message and click Send
4. Note: Administrators are copied on all emails. Replies to emails sent from your Life**Bible**Study account will be directed to your personal email program.

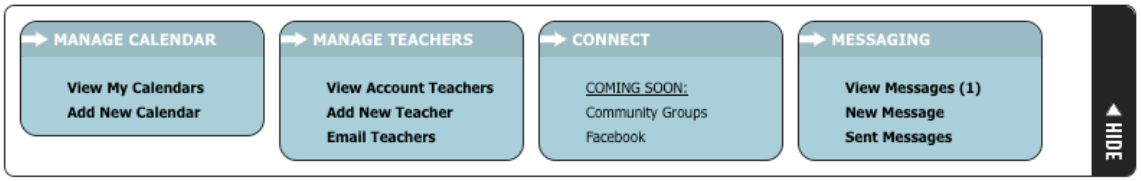
Messaging

1. Click on New Message under Messaging in the Administrator Navigation
2. Select the teacher, teachers or calendar from the list
3. Enter a subject, create a message, and click Send

Viewing Messages

There are two ways to see your new message(s).

1. Click View Messages under Messaging in the Administrator Navigation
2. The newest message(s) will be listed at the top



OR

1. Click View Messages link in the Your account information & Help section
2. The newest message(s) will be listed at the top

Viewing and Printing Lessons

Preparation for teaching can either take place online or from printed documents from the manager. Preparing online allows you and your teachers to fully use the online glossaries, media options and features included in your subscription. Printing immediately gives you flexibility to prepare the lesson at your leisure without being online.

Viewing Lessons

There are two ways to view lessons:

1. Each calendar's schedule will be listed in the Teaching Calendars & Lessons box with the current lesson to be taught that week
2. Click the calendar name or the calendar button in the Teaching Calendars & Lessons box to view the full schedule of lessons – Click the link of the desired lesson to begin preparing

Once in a lesson, you can click the Previous or Next Lesson button to scroll through lessons.

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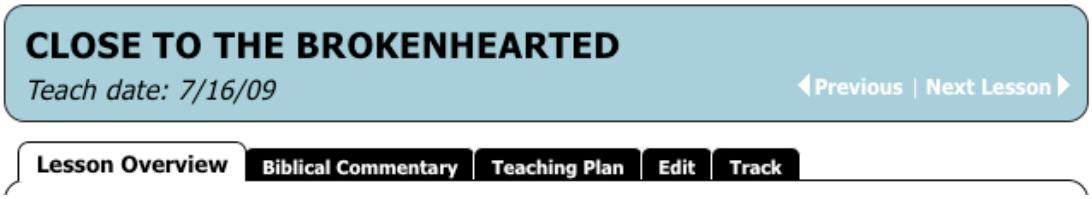


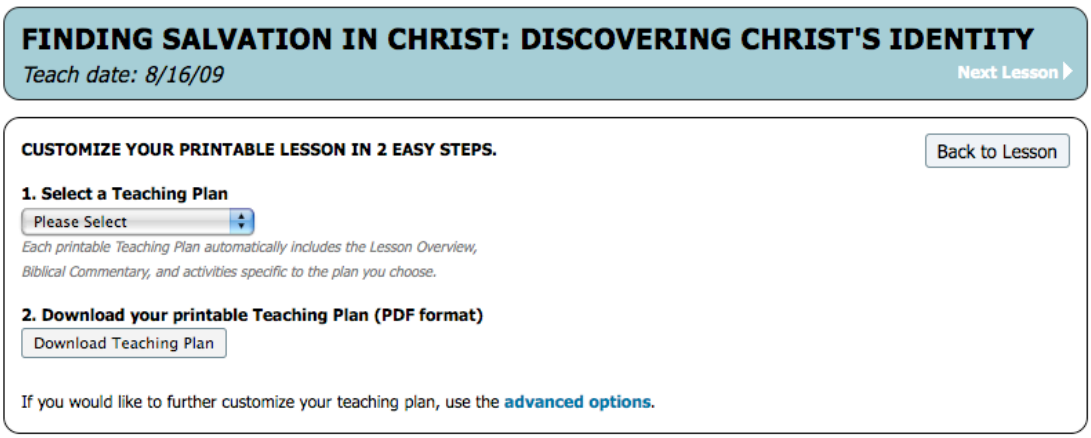
Printing a Lesson

You can print a lesson immediately to prepare on the go or print after previewing the lesson online. Teaching Plans are sectioned into:

Complete – all available components to a lesson
College Age – lesson components designed for college age adults
Young Singles – lesson components designed for young single adults
Single Adults – lesson components designed for single adults
Nearly Weds / Newly Weds – lesson components designed for nearly and newly wedded adults
Young Married Adults – lesson components designed for young married couples
Parents of Children – lesson components designed for parents with young children
Parents of Teenagers – lesson components designed for parents with teenagers
Empty Nesters – lesson components designed for empty nesters
Senior Adults – lesson components designed for senior adults
Master Teacher – master teacher formatted lesson

Printing Immediately

1. Locate the calendar from which you need to print a lesson
2. Click the Print button on the right
3. Select the Teaching Plan you prefer from the drop down
4. Click Download Teaching Plan and a PDF will be saved on your computer


FINDING SALVATION IN CHRIST: DISCOVERING CHRIST'S IDENTITY
Teach date: 8/16/09
Next Lesson
CUSTOMIZE YOUR PRINTABLE LESSON IN 2 EASY STEPS.
Back to Lesson
1. Select a Teaching Plan
Please Select
Each printable Teaching Plan automatically includes the Lesson Overview,
Biblical Commentary, and activities specific to the plan you choose.
2. Download your printable Teaching Plan (PDF format)
Download Teaching Plan
If you would like to further customize your teaching plan, use the advanced options.

5. If you prefer to customize the teaching plan, select the teaching plan from the drop down you want to start with and then click Advanced Options

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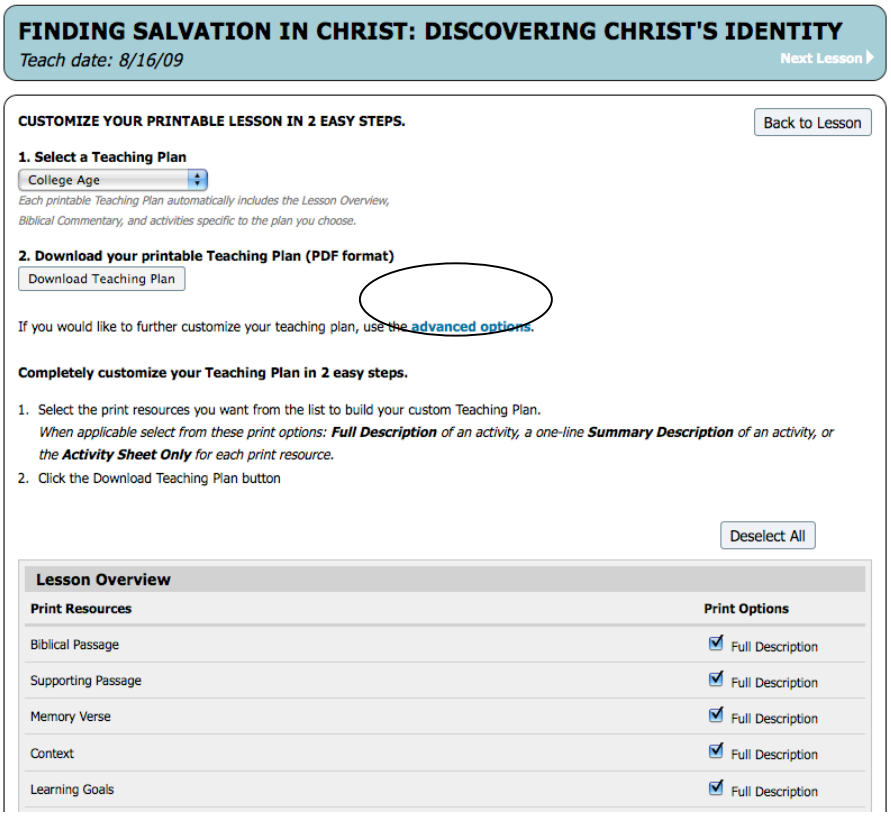
FINDING SALVATION IN CHRIST: DISCOVERING CHRIST'S IDENTITY
Teach date: 8/16/09
Next Lesson
CUSTOMIZE YOUR PRINTABLE LESSON IN 2 EASY STEPS.
Back to Lesson
1. Select a Teaching Plan
College Age
Each printable Teaching Plan automatically includes the Lesson Overview, Biblical Commentary, and activities specific to the plan you choose.
2. Download your printable Teaching Plan (PDF format)
Download Teaching Plan
If you would like to further customize your teaching plan, use the advanced options.
Completely customize your Teaching Plan in 2 easy steps.
1. Select the print resources you want from the list to build your custom Teaching Plan.
When applicable select from these print options: Full Description of an activity, a one-line Summary Description of an activity, or the Activity Sheet Only for each print resource.
2. Click the Download Teaching Plan button
Deselect All
Lesson Overview
Print Resources
Print Options
Biblical Passage
Full Description
Supporting Passage
Full Description
Memory Verse
Full Description
Context
Full Description
Learning Goals
Full Description

6. Select either Full or Summary for each desired activity of the lesson. Full will print the entire activity while Summary will print a summarized version of the activity
7. Click Download Teaching Plan and a customized PDF will be saved on your computer

Printing after Previewing a Lesson

1. Click Print on the left sidebar
2. Continue with Step 3 above under the "Printing Immediately" section

Printing one Segment of a Lesson

1. Locate the printing page of the desired lesson
2. Click the Advanced Options link towards the bottom of the page
3. Click the Deselect All button at the top of the page
4. Locate the segment or segments you need to print and check either Full or Summary
5. Click Download Teaching Plan and a PDF will be saved on your computer

**You must have Adobe Acrobat Reader 7.0 or higher to view the downloaded PDF files. Go to www.adobe.com and click Get Adobe Reader for a FREE download.

Family Devotion Page

The family devotion page is a great way to keep parents involved throughout the year. The Family Devotion quick link associated with each calendar can be sent from our system or copy and paste the link into an email sent from your personal email program. Teachers can also enter and manage parent information.

Setting up your parents

1. Click the Family Devotion button
2. Click Add New Parent
3. Enter their name and email address
4. Click Save
5. Repeat steps 1-5 until all parents associated with that calendar are entered

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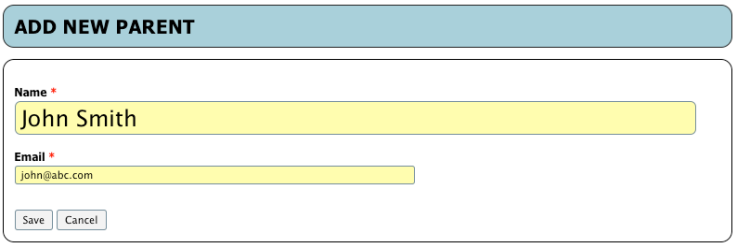


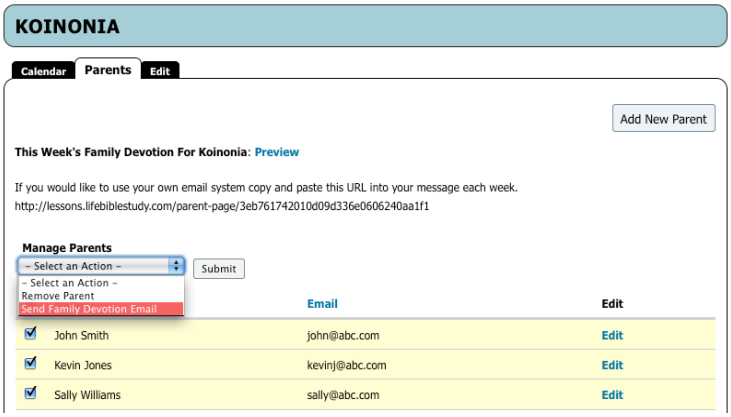
Sending the Family Devotion

1. Click View My Calendars in the Administrator Navigation
2. Click the Family Devotion button
3. Select the parents you need to email the parent page
4. Choose Send Family Devotion Email
5. Click Submit

Sending the Family Devotion using your own email system

1. Click View My Calendars in the Administrator Navigation
2. Click the Parent Page button
3. Highlight the URL and copy it by using right+click and selecting copy from the menu options
4. Open an email message in your system and paste the URL

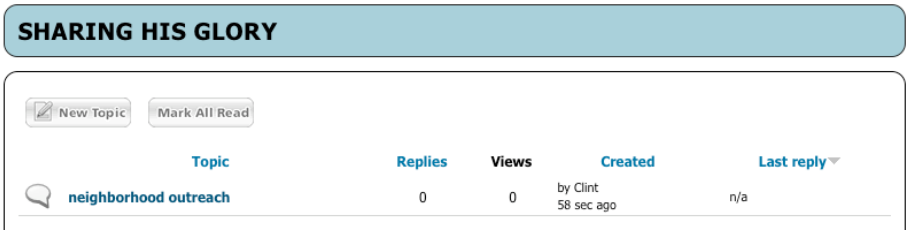
Use your standard process for email delivery



Idea Exchange

The Idea Exchange is a place for you to share your ideas for each lesson. This is an opportunity for you and your teachers to not only give feedback to our staff, but to also give feedback to other LifeBibleStudy users. (Note: the email address associated with the account will be attached to the Idea Exchange post you create unless you have reset your username. See the Change your Username instructions under Managing your Administrator Account to update your username.)

1. Click on a lesson from your account
2. Click Idea Exchange on the left sidebar
3. Topics will be listed for you to preview and reply – click the topic title view and reply



4. Click New Topic to create a new post for a lesson
5. Create a subject and enter your idea
6. Click Save

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7. Once saved, enter a rating for the lesson

NEIGHBORHOOD OUTREACH
View
Edit
Post Reply
No replies
Wed, 07/15/2009 - 3:24pm
Clint
Online
Joined: 07/14/2009
Our class adopted a community down the street from our church to put this lesson into practice. We put on a huge block party and provided all the food, games, and entertainment.
Average
Your rating: 5 Average: 5 (1 vote)
Top
Reply

Managing Your Administrator Account

Forgot your Password?
If you forget your password, go to the main login page and click Request New Password

1. Enter the email address associated with your account
2. Instructions for resetting your password will be emailed
3. In the email is a link for a one time login. Once logged in, you will be prompted to change your password.

Changing your Password
Once you are logged into your account:

1. Click My Account in the upper right corner
2. Click the Edit Profile tab
3. Enter the new password twice
4. Click Save

Forgot your username?
Call 877-265-1605 and speak with a Life**Bible**Study Connection Team Member.

Change your Username
You can log into your account using your email address or username once your username has been changed. Your username will default to the email address associated with your account unless you specify otherwise during the ordering process. Once you are logged into your account you can change your username.

1. Click My Account in the upper right corner
2. Click the Edit Profile tab
3. Enter a new Username
4. Click Save

NOTE: If you post content in the Community Groups and/or Idea Exchange your username will be displayed. You should decide if you want your username to be your email address or something else.

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